

CONTROL SELF-ASSESSMENT

MOVABLE EQUIPMENT

1. Is University equipment properly tagged and identified?

Yes No Not Applicable

2. Are there added safeguards for attractive items that are sensitive to being converted to personal use (e.g., computer equipment) and portable or easily stolen equipment?

Yes No Not Applicable

3. Does the unit conduct periodic University equipment inventory counts as required by University policy?

Yes No Not Applicable

4. Are property records reviewed to ensure that all additions, disposals (including thefts), transfers and other changes in University equipment status, location, condition and availability are properly recorded?

Yes No Not Applicable

5. Are property records updated to reflect off-campus use, and are properly approved *Equipment Loan to Employees and Students* forms on file in the unit to evidence authorization for temporary off-campus use of University equipment?

Yes No Not Applicable